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16 January 1959

MEMORANDUM FOR :

25X1A

SUBJECT : Revision of Processing Procedure for  
Cabled Information Reports

1. In accordance with the agreement reached at our meeting of 9 January, attached as enclosure 1 is a sample Information Report with a covering cable form which could be prepared by the Cable Secretariat for machine cipher cables. Approximately 1/2 of all intelligence cables are received via OTP, which, up to this point, has not been considered as being in the scope of our study. The preparation of these forms by the Cable Secretariat in this manner assumes compliance by the field units with revised instructions to be furnished to them governing the type of information to be furnished, the order in which it is to be furnished and the manner in which the intelligence information is to be spelled out, e. g., full names, titles, necessary articles, country, dissemination controls, etc. For the purposes of comparison, copies of this same report as originally issued in cable form and subsequently reissued as a TD are attached. (Enclosure 2)

2. A step by step comparison of the present and proposed procedure is attached as enclosure 3. This revised procedure makes it possible for the DCI to give any such intelligence report in a sterile form to any non-CIA individual of his choice.

3. It is recommended that the procedure and the forms be discussed further at the next meeting in order that the pros and cons may be brought out. While possibly workable, it may be that this approach is not, in the final analysis, the most practicable one to yield the greatest benefits.

4. I would like to have  attend future meetings

*✓*

Cable Secretary

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Enclosure # 3

**PRESENT PROCEDURE**

1. Intel cable is reviewed and initial internal CIA dissem is determined by Cable Secretariat Analyst.
2. Intel cable containing both disseminable and non-disseminable info is typed on cable form together with dissem symbols.
3. Cable is proofread and dissemination reviewed.
4. Copies of Cable Form 12a are reproduced and delivered internally.
5. TD No. is assigned and the TD and cover sheet are written and typed by action unit and submitted to Cable Secretariat for reproduction, collation, stapling and delivery. Internal and external dissem is indicated by action unit.

**PROPOSED PROCEDURE**

1. Intel cable is reviewed and initial internal and external dissem is determined by Cable Secretariat Analyst.
2. a) The disseminable portion of Intel cable is typed on TD Form 1K by the Cable Secretariat together with the CIA IN No. External and certain internal dissemination symbols are preprinted on the form.  
b) The non-disseminable portion of the cable is typed on Cable Form 12a by the Cable Secretariat and identified by CIA IN and Station numbers. This cable form serves as an internal cover sheet to the TD Form 1K and will contain a C/S Comment to the effect that dissem outside CIA is held in abeyance pending release by Division.
3. The TD Form 1K and the Cable Form 12a are proofread and dissemination reviewed.
4. a) Copies of Cable Form 12a and TD Form 1K are reproduced, collated, stapled and delivered internally.  
b) Extra copies (or mats) are held for authorization of the action unit to release to outside units.
5. a) TD is reviewed by action unit to determine whether it is releasable in form received.  
b) If it is releasable, the action unit submits a TD Transmittal Sheet (Form 1K2) to Cable Secretariat indicating TD No. and

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Enclosure # 3

any internal and external dissemin  
changes or any minor changes to  
be made in the rpt. itself.

Cable Secretariat makes changes  
as directed, reruns master (s)  
and effects dissemination as  
appropriate.

c) If it is not releasable, the action  
unit submits a TD transmittal  
sheet instructing the Cable Secre-  
tariat to destroy its copies  
of the TD (Form 1K) and attaches  
a revised TD. Cable Secretariat  
rungs, collates, staples, and  
delivers internally and externally  
the revised TD. The TD Trans-  
mittal Sheet (Form 1K-2) will be  
distributed internally. The Cable  
Form 12a will not be reproduced.

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